

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	
Employee Name	JIBAO WASHINGTON	Date	
Job Title	LINE COOK	Manager	DAN HUGHES
Department			
Review Period	to		

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Work Quality & Job Knowledge									
Technical Ability	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments	Can be relied on to accurately execute a decision								
Work Quality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Job Knowledge	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	A very strong depth of knowledge								
Creativity	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments									
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	One of the most productive team members								

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	Has shown significant improvement								
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	Also improved								

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Professionalism									
Teamwork	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	J is an anchor on the dinner shift in terms of Teamwork								
Communication	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Always communicated his plans + process								
Initiative	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Possibly the best in this dept.								

Work Quality & Job Knowledge	4.5	Dependability	3.5	Overall Rating	5	Professionalism	5	Average Rating	4.5
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EVALUATION	
Additional Comments	Very happy with J and his commitment to the team
Action Plan	Keep up good work in improving attendance, etc.

VERIFICATION OF REVIEWS	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date 8-20-19
Manager Signature	Date